

TOWN OF HUNTINGTON  
100 MAIN STREET, HUNTINGTON, NEW YORK 11743  
JO-ANN RAI, TOWN CLERK  
(631) 351-3206

APPLICATION FOR:(✓) ☐CARNIVAL, ☐CIRCUS, ☐FAIR AND/OR ☐AMUSEMENT EVENT

1. NAME OF ORGANIZATION:\_\_\_\_\_
2. CHARITABLE ORGANIZATION? ☐NO ☐YES, attach proof of valid registration with N.Y.S. Secy of State.
3. ADDRESS: \_\_\_\_\_
4. NAME OF APPLICANT(Person):\_\_\_\_\_ PHONE NO.:\_\_\_\_\_
- 4a. HAS APPLICANT HAD A MISDEMEANOR CONVICTION FOR A VIOLATION OF (THIS) CHAPTER 91 (91.17B) WITHIN THE LAST TWO (2) YEARS? ☐NO ☐YES
5. NAME OF EVENT \_\_\_\_\_
6. STATE EXACT LOCATION OF PROPOSED SITE, NAME(S) ADDRESS(ES) & PHONE NUMBER OF THE PROPERTY OWNER(S):  
\_\_\_\_\_  
\_\_\_\_\_
7. IF APPLICABLE, ATTACH NOTARIZED STATEMENT FROM TRUE PROPERTY OWNER STATING NATURE, EXTENT AND DURATION OF EVENT AND GRANTING PERMISSION TO OPERATE EVENT ON PREMISES.
8. ZONING DISTRICT IN WHICH PROPOSED SITE LIES:\_\_\_\_\_
9. DATE/S & HOURS EVENT WILL BE HELD: (Maximum of six (6) days; see §91-8 Restrictions and hours of operation.)  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. WILL ATTENDANCE EXCEED 1,000 PEOPLE?☐ NO ☐ YES; 5,000 PEOPLE?☐ NO☐ YES
11. WILL THERE BE A FIREWORKS DISPLAY? ☐NO ☐YES, BY WHOM?: \_\_\_\_\_  
(SEPARATE CERTIFICATE OF INSURANCE MUST BE PROVIDED)
12. WILL SOUND EQUIPMENT BE USED? ☐NO ☐YES, STATE TYPE &
13. WILL GAMES OF CHANCE BE HELD? ☐NO ☐YES, GAMES OF CHANCE LICENSE APPLICATION ATTACHED.
14. WHAT PARKING FACILITIES WILL BE PROVIDED?:\_\_\_\_\_
15. WHAT TOILET FACILITIES WILL BE PROVIDED?:\_\_\_\_\_
16. WHAT GARBAGE FACILITIES WILL BE PROVIDED?:  
  
NAME OF CARTER: \_\_\_\_\_PHONE:\_\_\_\_\_
- ADDRESS\_\_\_\_\_
17. WHAT PROVISION WILL BE MADE TO CLEAN & RESTORE SITE TO PRIOR CONDITION?:\_\_\_\_\_
18. WILL ANIMALS TAKE PART IN THE EVENT? ☐NO ☐YES, SET FORTH NUMBERS & TYPES OF ANIMALS TO BE USED:  
(SEPARATE CERTIFICATE OF INSURANCE MUST BE PROVIDED)  
  
\_\_\_\_\_
19. ATTACH SEPARATE LIST OF NUMBER & TYPES OF DISPLAYS, SHOWS, EXHIBITS, BOOTHS, PAVILLIONS, CONTESTS & RIDES (LICENSE SUBJECT TO REVOCATION PENDING INSPECTION OF RIDES BY NYS DEPARTMENT OF LABOR REP.)
20. WILL THE SERVICES OF AN AMUSEMENT COMPANY BE ENGAGED? ☐NO ☐YES, PROVIDE COPY OF CONTRACT  
  
NAME OF AMUSEMENT CO.:\_\_\_\_\_ PHONE:\_\_\_\_\_
- ADDRESS: \_\_\_\_\_

21. WHAT PERCENTAGE OF THE PROCEEDS OF THE EVENT WILL GO DIRECTLY TO APPLICANT?:\_\_\_\_\_

22. ATTACH CERTIFICATE, IF REQUIRED, FROM CHIEF FIRE MARSHAL, TOWN OF HUNTINGTON, AFFIRMING THAT TENTS, BUILDINGS, AND STRUCTURES ARE IN A NON-HAZARDOUS AND REASONABLE FIREPROOF CONDITION. (CANOPY TENTS, NO SIDES, IN EXCESS OF 400 SQ.FT. OR TENTS WITH SIDES IN EXCESS OF 200 SQ.FT. WILL REQUIRE A PERMIT ISSUED BY FIRE PREVENTION BUREAU VALID FOR 72 HOURS.)

23. IF FOOD IS BEING PROVIDED FOR SALE OR OTHERWISE HAVE YOU RECEIVED APPROVAL OF THE SUFFOLK COUNTY HEALTH DEPT.? ☐ YES, ATTACH COPY OF APPROVAL ☐ NO, APPROVAL PENDING, ATTACH COPY OF APPLICATION  
OTHER (Explain): \_\_\_\_\_

24.WILL PROPANE TANKS BE USED IN FOOD PREPARATION? ☐ NO ☐ YES, PROVIDE COPY OF FIRE PREVENTION BUREAU PERMIT.

I HAVE READ THE QUESTIONS HEREINABOVE SET FORTH AND THE ANSWERS ARE THE TRUTH TO THE BEST OF MY KNOWLEDGE

SWORN TO BEFORE ME THIS \_\_\_\_ DAY

OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NOTARY PUBLIC

DATE SIGNED \_\_\_\_\_

- ☐ \$500 BOND
- ☐ \$500 APPLICATION FEE ☐ EXEMPT
- ☐ SITE PLAN SUBMITTED
- ☐ SITE PLAN REVISED ON \_\_\_\_\_

LICENSE NO. \_\_\_\_\_ ISSUE DATE \_\_\_\_\_  
CLERK’S INITIALS \_\_\_\_\_

BEFORE A PERMIT SHALL BE ISSUED:

1. THERE SHALL FIRST BE FILED WITH THE TOWN CLERK A CERTIFICATE OF INSURANCE BY AN INSURANCE COMPANY LICENSED TO DO BUSINESS WITHIN THE STATE OF NEW YORK WHICH NAMES THE TOWN OF HUNTINGTON AS AN ADDITIONAL NAMED INSURED. THE POLICY MUST BE OF AN OCCURRENCE FORMAT AND HAVE THE FOLLOWING MINIMUM COVERAGES: BODILY INJURY-\$1,000,000 PER PERSON; BODILY INJURY-\$2,000,000 PER ACCIDENT; PROPERTY DAMAGE-\$1,000,000 PER ACCIDENT.
  2. THERE SHALL FIRST BE DEPOSITED WITH THE TOWN CLERK , IN ADDITION TO AN APPLICATION FEE OF \$500, IF APPLICABLE, A PERFORMANCE BOND ISSUED BY A BONDING COMPANY OR SURETY COMPANY APPROVED BY THE TOWN CLERK, OR CASH OR CERTIFIED CHECK, IN THE SUM OF \$500 SO AS TO GUARANTEE THAT THE APPLICANT WILL CLEAN THE AREA AND SUBSTANTIALLY RESTORE THE SAME AT THE CONCLUSION OF THE EVENT.
- DEFINITION:** AMUSEMENT RIDE SHALL MEAN A MANUALLY OPERATED OR MECHANICALLY POWERED MACHINE, APPARATUS OR DEVICE WHICH IS USED SOLELY FOR AMUSEMENT, AND WHICH IS DESIGNED TO PROPEL, PROJECT OR MOVE A PERSON THROUGH THE AIR, ALONG THE GROUND OR OTHERWISE, AND SHALL INCLUDE A MERRY-GO-ROUND AND/OR CAROUSEL AND OTHER SIMILAR MACHINERY CUSTOMARILY ASSOCIATED WITH AMUSEMENTS OR CARNIVALS. NO MORE THAN ONE (1) AMUSEMENT RIDE PER ¼ ACRE SHALL BE PERMITTED, AND NO MORE THAN 15 AMUSEMENT RIDES SHALL BE OPERATED, MAINTAINED AND/OR ERECTED PER FAIR, CARNIVAL, CIRCUS OR AMUSEMENT EVENT.